

# Wendens Ambo Parish Council

## Minutes of Parish Council Meeting 4<sup>th</sup> July 2022

Wendens Ambo Parish Council Meeting in Wendens Ambo Village Hall, Wendens Ambo at 8pm.

Present: Chair Gail Gibbs, Councillors Kathryn Butterworth, Chris Howitt, Alan Lovett, Sam Slota-Newson, Chris Stringer

In Attendance: Four members of the public and the Clerk Jane Rolfe

07/22/01	<p><b>Chair`s Welcome</b> Chair Gail Gibbs welcomed everyone to the meeting.</p>
07/22/02	<p><b>Apologies For Absence</b> Apologies received from Cllr Simon Rowley, County Cllr Paul Gadd, District Cllr Gregory and District Cllr Pavitt</p>
07/22/03	<p><b>Declarations Of Interests</b> None.</p>
07/22/04	<p><b>Public Participation</b> i) A member of the public reported that the Chinnel Lane footpath had been cleared by the Friends of Flich Way and that a note of thanks had been sent. Also, it was reported that the fallen tree on footpath 12 is going to be removed. ii)The planning application at Norton House was raised by a member of the public as it has become evident that the next-door neighbour was not informed of the application. This is because ownership of Norton House has changed and the new owner was not made aware. Chair Gibbs explained that the wing of the new build has been moved and now sits on the neighbour`s western boundary; this is detrimental to the light in Norton House. iii)A member of the public noted that the planning application for Saffron House was discussed in June`s PC meeting but not included in the minutes. Although no issues were originally identified, it transpires that the relevant land had been marked inaccurately on the map; this has now been rectified. Minutes for June`s meeting will be amended to reflect this. <b>Action: John Goodger and Chair Gibbs to compose an email to planning regarding recent anomalies in planning</b></p>
07/22/05	<p><b>County Councillor`s Report</b> Cllr Gadd`s report was read out by the clerk (appendix 1)</p>
07/22/06	<p><b>District Councillors` Report</b> No District Councillors were present at the meeting. Chair Gibbs used this time to give her own report on the following: i)The new solar speed sign is being installed on Tuesday, 5<sup>th</sup> July ii)On Wednesday, 6<sup>th</sup> July, an Environmental Assessor will be visiting to look at properties that have applied to be considered for mains drainage. Chair Gibbs explained that drainage fields will be looked at, further information would come at a later stage if WA is accepted to go ahead with mains drainage, but could take 3-5 years. iii)Chair Gibbs reported that she had had a disappointing response from the police regarding the bus-shelter which was burnt down, they described it as a `minor event`. She explained that Newport Fire Brigade had dealt with the fire, but that it was 100% ablaze when they attended, she has asked them for a report. Chair Gibbs reported that there have been similar incidents in neighbouring areas. Cllr Slota-Newson offered to write to the Police Commissioner outlining the risks involved. iv)Thanks were extended to Graeme Gibbs for his repairs to the bus-shelter before it was burnt down.</p>
07/22/07	<p><b>Previous Minutes</b> There was an amendment to the planning section of the minutes of the June Parish Council meeting, The clerk will make the amendment and Chair Gibbs will sign.</p>
07/22/08	<p><b>Clerk`s Report</b> The clerk reported that:</p> <ol style="list-style-type: none"> <li>i. The website was updated with the current minutes.</li> <li>ii) Comments were made to UDC regarding planning Application UTT/22/1494/DFO for Norton House.</li> <li>iii) Zurich has been contacted regarding bus shelter. An online claim should be made including images, fire brigade report and a quotation for replacement. There is an excess of £250.</li> <li>iv) The draft internal audit has been received. There are three recommendations. <ol style="list-style-type: none"> <li>1) for future internal audits, invoices and/or other payment related documents are provided and an opportunity for discussion of processes. <b>Clerk to facilitate</b></li> <li>2) the Council`s risks are reviewed and approved at the earliest opportunity to comply with proper practices. <b>To be reviewed in August for approval in September</b></li> </ol> </li> </ol>

	3) the fidelity cover is increased to at least match the Council's funds. <b><i>This has already been met by the new Insurance policy with Zurich. It was £25K and is now £250.</i></b>																																				
07/22/09	<p><b>Financial Report</b></p> <p>i)The clerk circulated a statement and review of accounts and invoices for payment;</p> <table border="0"> <tr> <td>Waitrose (wine for Parish Meeting in May reimburse Chair Gibbs)</td> <td>24.37</td> </tr> <tr> <td>eSlip Ltd – monthly payroll</td> <td>17.96</td> </tr> <tr> <td>J Rolfe – clerk's salary June 2022 (£81 PAYE to pay)</td> <td>324.00</td> </tr> <tr> <td>Clerk's expenses June 2022</td> <td>18.65</td> </tr> <tr> <td>Wendens Ambo Village Hall – hall hire</td> <td>10.00</td> </tr> <tr> <td>SumUp (Air Card Reader reimburse Chair Gibbs)</td> <td>22.80</td> </tr> <tr> <td>Tesco (Alcatel phone for Card Reader reimburse Chair Gibbs)</td> <td>39.99</td> </tr> <tr> <td>Information Commissioner's Office – data protection fee</td> <td>40.00</td> </tr> <tr> <td>Subscription to Rural Community Council of Essex (RCCE)</td> <td>52.80</td> </tr> <tr> <td>Truvelo (UK) Ltd – purchase of solar powered road sign</td> <td>4,614.00</td> </tr> <tr> <td>Kathryn Butterworth – reimb. For expenses for Jubilee street party</td> <td>43.05</td> </tr> <tr> <td>Sarah Steer – reimb. For expenses for Jubilee street party</td> <td>65.72</td> </tr> <tr> <td>Andrea Reynolds – reimb. For expenses for Jubilee street party</td> <td>110.39</td> </tr> <tr> <td>Clare Samson – reimb. For expenses for Jubilee street party</td> <td>243.23</td> </tr> <tr> <td>Chair Gibbs – reimb. For expenses for Jubilee street party</td> <td>116.00</td> </tr> <tr> <td>Chair Gibbs – reimb. For Jubilee ball expenses, Musicians</td> <td>450.00</td> </tr> <tr> <td>Chair Gibbs – reimb. For children's mugs</td> <td>262.80</td> </tr> <tr> <td>Unity Trust Bank Service Charge – 30.06.2022</td> <td>18.00</td> </tr> </table> <p>All invoices were approved for payment.</p> <p>ii)Chair Gibbs handed out and read through the accounts for the Jubilee Street Party and Summer Ball. She explained that UDC has approved a grant for up to a £1,000 for the Jubilee celebrations (street party and mugs).</p>	Waitrose (wine for Parish Meeting in May reimburse Chair Gibbs)	24.37	eSlip Ltd – monthly payroll	17.96	J Rolfe – clerk's salary June 2022 (£81 PAYE to pay)	324.00	Clerk's expenses June 2022	18.65	Wendens Ambo Village Hall – hall hire	10.00	SumUp (Air Card Reader reimburse Chair Gibbs)	22.80	Tesco (Alcatel phone for Card Reader reimburse Chair Gibbs)	39.99	Information Commissioner's Office – data protection fee	40.00	Subscription to Rural Community Council of Essex (RCCE)	52.80	Truvelo (UK) Ltd – purchase of solar powered road sign	4,614.00	Kathryn Butterworth – reimb. For expenses for Jubilee street party	43.05	Sarah Steer – reimb. For expenses for Jubilee street party	65.72	Andrea Reynolds – reimb. For expenses for Jubilee street party	110.39	Clare Samson – reimb. For expenses for Jubilee street party	243.23	Chair Gibbs – reimb. For expenses for Jubilee street party	116.00	Chair Gibbs – reimb. For Jubilee ball expenses, Musicians	450.00	Chair Gibbs – reimb. For children's mugs	262.80	Unity Trust Bank Service Charge – 30.06.2022	18.00
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07/22/10	<p><b>Planning</b></p> <p>i)Reference UTT/22/1573/HHF  Alternative Reference PP-11302677  Application Received Mon 06 Jun 2022  Application Validated Fri 10 Jun 2022  Address Draytons Farm Royston Road Wendens Ambo Essex CB11 4JX  Proposal Proposed boundary wall  Status Awaiting decision  Appeal Status Unknown  Appeal Decision Blank Field</p> <p><b>It was agreed that the above application is reasonable.</b> Chair Gibbs will request traffic lights rather than a road closure, should one be needed.</p> <p>ii)An amendment to the application on Norton House was discussed. It was suggested that the moving of the new build house by one metre does not help with the reduction of light in the neighbouring property.</p> <p>iii)There was a discussion regarding the addition of late applications to the agenda after publication. It was felt that, although there is a reduced time frame for comments to be made, the whole community should be made aware and invited to the PC meeting to discuss. If necessary, and extension can be sought on the deadline given by UDC.</p> <p>iv)An extraordinary meeting was scheduled for 11<sup>th</sup> July at 8pm to discuss the planning application for Norton House and the further amendment to this application. The deadline for comments is 14<sup>th</sup> July 2022.</p>																																				
07/22/11	<p><b>Enquires, Complaints and Correspondence</b></p> <p>Char Gibbs reported that she had received two emails:</p> <p>i)On footpath 12 there are two gaps in the fence and a gate that has been left open. Cllr Lovett advised that Audley End estate had agreed that the styles could be removed which had been done. At Chinnel meadow this has resulted in the horses being able to get out, so the gap has to be sealed with something else.</p> <p>At the other end, there is a gap near the double gateway. If the gates are closed there is not a problem, but the gates are too heavy to manage. He is in the process of asking Audley End to make the gates more accessible.</p>																																				

	<p>ii)A resident of Duck Street nearly had an accident with a delivery van which was driving round the corner too fast. The resident reported that the hedges are overgrown and requested that the Parish Council asks for the hedges to be cut back. Chair Gibbs will knock doors of the relevant houses.</p> <p>iii)It was discussed that some road signs in the village are not legible. Chair Gibbs advised that she had asked Essex Highways to attend to this.</p> <p>iv)Cllr Lovett explained that he intended to ask the Friends of Flitch Way to remove the fallen tree from footpath 12 and that he also intends to arrange the cutting back of brambles from the paths around Chinnel meadow.</p> <p>v)There was a discussion about the new trees in the meadow and the triangle. Unfortunately two have died in the meadow and one in the triangle is unhealthy. It was agreed that some will need cutting back and all are in need of more regular watering.</p> <p>vi)Cllrs were invited to the Wenden Neighbours Summer lunch on 26/07/2022 during which a PCSO will report on Fraud and Scams.</p> <p>vii)Cllr Stringer announced that the Bell Public House had raised £6,270 for the Addenbrook charity at the recent 'Souled out Summer' event. He explained that tickets were sold for an event at the pub and 100% of the ticket price had gone to charity.</p>
<b>07/22/12</b>	<p><b>Matters to be raised for next meeting's agenda</b></p> <p>i)Extraordinary meeting on 8th July to discuss Norton House planning application</p> <p>ii)Review of risk assessment for approval at September meeting</p> <p>iii)Update on bus-shelter at September meeting.</p>
<b>07/22/13</b>	<p><b>Meeting Actions</b></p> <p>i)John Goodger and Chair Gibbs to compose a response to the planning committee.</p> <p>ii)Risk Assessment to be reviewed</p> <p>iii) Cllr Sota-Newson to write to the Police Commissioner regarding the fire at the bus-shelter</p> <p>iv)Chair Gibbs to speak to residents in Duck Steet about trimming back hedges</p> <p>v)Cllr Lovett to try to arrange for brambles to be cut back and to talk to Audley End Estate regarding heavy gates</p>
	<b>The meeting closed at 9.15pm</b>

The next Parish Council Meeting will be held on 5<sup>th</sup> September at 8pm, in Wendens Ambo Village Hall.  
[www.wendensamboparishcouncil.org.uk](http://www.wendensamboparishcouncil.org.uk)